

# Registration Form

## Cancellation Policy

1. The Park and Recreation Department reserves the right to cancel any program due to low enrollment. Please register early.
2. A full refund will be given for any program canceled by the department.

## Refund Policy

1. NO REFUNDS OR CREDITS (except for documented medical reasons) once the new swim session or land based classes have begun.
2. A \$5.00 fee per registration, will be charged for any of the following reasons: Medical refunds, cancellations prior to the start of a session, class change or transfer initiated by the household.

## Payment Policy

Full payment is due at the time of registration. Payment must be **exact cash**, a personal check with correct address information, or credit card (MasterCard and Visa). Checks are made payable to "Treasurer, Town of Orange."

## How To Register For A Class

1. Determine the proper class or level the participant should be enrolled in. If you are unsure, please call the Park and Recreation Department for clarification. The age guidelines listed in the land-based programs indicate the age the participant must be on the first day of class, no exceptions.
2. Completely fill out the registration form. Make sure you read the refund policy and sign the bottom of the form.
3. Bring the form and payment to the Park and Recreation Office on the correct day of registration, between the hours of 8:30am-4:30pm for processing. Registrations **cannot** be taken over the phone. Registrations may be mailed to the Park and Recreation Department, 525 Orange Center Road, Orange CT, 06477. Mailed registrations must include payment and will not be processed until those waiting in line have been serviced.

**Please use the wait list if any class is filled.**

PARTICIPANTS NAME \_\_\_\_\_

MALE / FEMALE \_\_\_\_\_ GRADE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CLASS TITLE \_\_\_\_\_ ACTIVITY # \_\_\_\_\_

TIME OF CLASS \_\_\_\_\_ DAY OF CLASS \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

TOWN / ZIP \_\_\_\_\_ WORK / CELL PHONE \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

Please sign AFTER reading all registration notes, procedures and refund policies.

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_